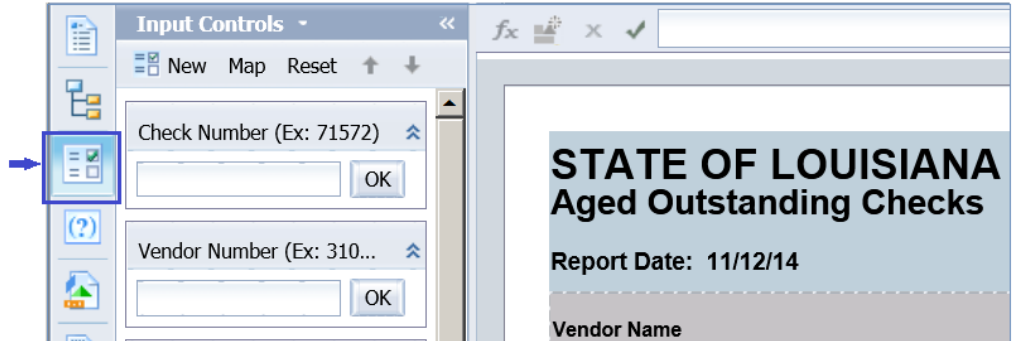


This report runs each morning and lists the outstanding (open, unpaid) LaGov vendor checks.

Using the **Input Controls**, you may filter (narrow) the data displayed in the report.

If the **Input Control** panel is not displayed, click this icon



Report opens with **all Business Areas** selected.

| Business Area   |
|---|
| <input checked="" type="checkbox"/> Select (All)                    |
| <input checked="" type="checkbox"/> 270 - DEPT TRANSPN & DEVELOP-AD |
| <input checked="" type="checkbox"/> 273 - DOTD ADMINISTRATION       |
| <input checked="" type="checkbox"/> 274 - PUBLIC IMPROVEMENTS       |
| <input checked="" type="checkbox"/> 276 - ENGINEERING AND OPERATION |
| <input checked="" type="checkbox"/> 277 - AVIATION IMPROVEMENTS     |

**Optional:** User may uncheck ☐ **Select (All)** and select specific **Business Area(s)**.

| Business Area   |
|---|
| <input type="checkbox"/> Select (All)                               |
| <input type="checkbox"/> 270 - DEPT TRANSPN & DEVELOP-AD            |
| <input type="checkbox"/> 273 - DOTD ADMINISTRATION                  |
| <input type="checkbox"/> 274 - PUBLIC IMPROVEMENTS                  |
| <input checked="" type="checkbox"/> 276 - ENGINEERING AND OPERATION |
| <input type="checkbox"/> 277 - AVIATION IMPROVEMENTS                |

Report opens with **all Days O/S ranges** selected.

| Number of Days Outstanding                         |
|--|
| <input checked="" type="checkbox"/> Select (All)   |
| <input checked="" type="checkbox"/> 1 to 30 days   |
| <input checked="" type="checkbox"/> 31 to 60 days  |
| <input checked="" type="checkbox"/> 61 to 90 days  |
| <input checked="" type="checkbox"/> 91 to 180 days |
| <input checked="" type="checkbox"/> Over 180 days  |

**Optional:** User may uncheck ☐ **Select (All)** and select specific **Days O/S** range(s).

| Number of Days Outstanding                        |
|---|
| <input type="checkbox"/> Select (All)             |
| <input type="checkbox"/> 1 to 30 days             |
| <input type="checkbox"/> 31 to 60 days            |
| <input checked="" type="checkbox"/> 61 to 90 days |
| <input type="checkbox"/> 91 to 180 days           |
| <input type="checkbox"/> Over 180 days            |

*Quick Tips continue on next page*

**To search for a specific vendor number:**

- if you know the Vendor No. but not the Check No.
- type the entire **Vendor Number** as displayed
- click **OK**

The screenshot shows a search form with three input fields, each with an 'OK' button to its right. The first field is labeled 'Check Number (Ex: 71572)' and is empty. The second field is labeled 'Vendor Number (Ex: 310002147)' and contains the text '310010930'. The third field is labeled 'Payment Document Number (E...' and is empty. The 'Vendor Number' field and its 'OK' button are highlighted in yellow.

**Remember:**

- leave the **Check Number & Pay Doc** blank
- click ☒ **Select (All)** on all other input controls

**To search for a specific check number:**

- type in the last digits of the **Check Number**
- you don't need to enter the leading zeroes
- click **OK**

The screenshot shows the same search form as the previous one. The 'Check Number (Ex: 71572)' field now contains the text '71425'. The 'Vendor Number (Ex: 310002147)' field is empty. The 'Payment Document Number (E...' field is empty. The 'Check Number' field and its 'OK' button are highlighted in yellow.

**Remember:**

- leave the **Vendor Number & Pay Doc** blank
- click ☒ **Select (All)** on all other input controls